

## APPLICATION CHECKLIST

### BINGO CLASS A, B OR C APPLICATIONS

(EVERY ITEM MUST BE COMPLETE BEFORE APPLICATION AND FEES CAN BE ACCEPTED)

- ☐ Completed and signed application
- ☐ Picture ID
- ☐ Arizona Department of Revenue, Bingo Section Application Packet
- ☐ 2 Fingerprint Cards with attached contact information form (Sent to City of Glendale by independent fingerprinting agency)
- ☐ Proof of 501 (C) (3) Status
- ☐ Copy of Ownership Type Legal Documents or Arizona Works Act Compliance Guidelines

**Application packet is processed by:**

1. Glendale Tax and Licensing Division – You will be contacted once fingerprint cards are received
2. Glendale Police Department
3. Glendale Planning and Zoning Department
4. Glendale Fire Safety Department
5. Applications to be heard at a Public Hearing before City Council

**Approval/Denial Timeframe:** The approval/denial timeline not to exceed 45 days from the time the application is accepted by the city.

Upon approval, the license will be issued by mail.